

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Dental Billing Coordinator

Department: Dental, Bad River Health & Wellness Center

Hourly Rate: DOQ

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Dental Director

Posting Date: Public

Opens: October 8, 2020

Closes: October 22, 2020, at 4:30 pm



Summary: The Dental Billing Specialist is responsible for all dental claims, third party billing, work with PRC staff inpatient dental referrals, and post-dental payments from patient care delivered at the Bad River Health and Wellness Center dental clinic. This position is directly supervised by the dental director, and if not available, the PRC manager would be secondary.

Essential Duties and Responsibilities include the following.

1. Ensure complete and correct documentation of billed services.
2. Abstracts and interprets data accurately from dental records in preparation of the claim
3. Maintains a current checking system on each patient receiving dental care, insurance, etc. and their identifying numbers.
4. Effective communication with third party billers, payers, agencies, and programs.
5. Submit all claims to third party billers, review, and follow-up on rejected claims.
6. Performs reporting through Dentrix of appropriate year-end, quarterly, monthly reporting of accounts receivables, collections, postings, etc.
7. Will work with the PRC manager and clinic accountant to ensure reporting is accurate.
8. Provide a monthly statistical report for clinic operations to the dental director.
9. Provide courteous support to patients when determining their dental benefits as it relates to their specific treatment plans.
10. Complete and maintain current HIPAA and CPR training.
11. Will assist the dental director in the migration of dental claims processing through RPMS/EHR to Dentrix.
12. Must have an understanding of insurance portals and websites.
13. Monitors the use of Delta Dental PRC with clinic accountant and PRC manager.
14. Update policy and procedures as directed by the dental director.
15. Post paper insurance remits or 835 electronic remits to the Dentrix system for dental clinic revenue.
16. Assist as needed with front desk duties, checking in patients, etc. when the front desk is unavailable.
17. May be cross-trained to assist dental assistants as needed when there is a shortage.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

High School Diploma or equivalent

Other Skills and Abilities:

Preferred but not required:

1. Previous dental office experience.
2. Completion of undergraduate or technical program relevant to the position or work experience in that position.

3. Bookkeeping experience.
4. Medical/dental coding experience.
5. Good judgment and time management skills.
6. Experience with Dentrix, Microsoft Office, Word, and Excel.
7. This is a required driver position.
8. Must possess a valid WI driver's license and meet eligibility for tribal insurance.
9. Must maintain an excellent attendance record.
10. Must maintain strict compliance with the Privacy Act requirements.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or the elderly.

Language Skills:

Strong computer skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental, Physical, and Safety Factors:

1. Work may require sitting for long periods; also stooping, bending, and stretching for supplies.
2. Requires normal range of body motion including manual and finger dexterity and eye/hand coordination.
3. Requires normal visual acuity and hearing.
4. Requires the ability to lift 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

1. Work is performed in an office setting.
2. Contact with patients. Contact can involve sick people.
3. Work may be stressful at times.
4. Interaction with others is constant and interruptive.
5. Exposure to infectious substances such as contaminated needles, and instruments.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov